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UNCLAS MADRID 000952

SIPDIS

FOR EUR/EX/PER-MARIE PYLE AND EUR/WE

E.O. 12958: N/A

TAGS: [APER](#) [AMGT](#) [ASEC](#) [SP](#)

SUBJECT: FALL 2004 INTERN PROGRAM

REF: STATE 45968

1. In response to REFTEL, Spain wishes to participate in the Fall 2004 Intern Program.

2. Pertinent data is outlined below in the order requested:

A. Number of interns requested:

Embassy Madrid - six - one for the Political Section, one for the Management Section, two for Public Affairs and two for the Consular Section.

B. A 3/3 level of Spanish is required for all except for the MGT intern for whom Spanish is preferable but not required. All interns are required to work a full time 40 hour/week schedule.

C. Other special selection criteria: It is preferred for the Public Affairs Cultural Affairs intern to have previous study/living in Spain. The Consular Section interns will be working with the public.

D. Sections of assignment:

Embassy Madrid - Political, Management, Public Affairs and Consular Sections.

E. Name and title post intern contact:

Madrid -Jose Salces, Human Resources Specialist
Telephone: 011-34-91-587-2328, fax 011-34-91-587-2229
E-mail address: salcesj@state.gov

F. Specific duties/projects:

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Political Section - help update the annual human rights report and work on other political topics/projects.

Management Section - The intern will be assigned to the Information Management (IM) section. The intern will help implement a quality management program by drafting a quality service manual and assisting unit managers to draft procedures and policies. The intern will also develop and update content for the IM section website.

Public Affairs - The intern assigned to the Media Relations Office will be asked to do regular press work consisting of press releases, media reaction, reading the newspapers and selecting clips and regular office duties. The intern in the Cultural Affairs Office will do regular cultural related work: research through internet, help on special programs, updating of lists and regular office duties.

Consular Section - while working in the Visa Units and the American Citizen Services Unit, the interns will screen and provide visa information to applicants and provide assistance and information to American citizens abroad. Interns will also work on special projects such as evaluating and coordinating public information disseminated through embassy and State Department web sites, printed material and caller information services.

G. Housing: Madrid cannot repeat cannot provide housing. Estimate of living expenses is as follows: meals and incidentals are similar to Washington, D.C. Lodging expenses can vary from 450 U.S. dollars/month if an adequate room is found in a family home to 2,800 U.S. dollars/month for a fully furnished apartment in the city. Please note that it is difficult to rent a moderately priced apartment in the city for a less than a six-month period.

H. Visa requirements: none for a stay of less than ninety days. If an intern is coming to Spain also to study, a student visa should be obtained from the Spanish Embassy or Consulates in the U.S.

3. Thank you very much for your assistance. Argyros